

CITY OF LOS ALTOS
POSITION CLASSIFICATION
ASSISTANT CITY MANAGER

Definition: Under general direction of the City Manager, assists in coordinating and driving day-to-day City operations. Emphasis includes organizational development and special project management. Supports and develops strategic initiatives, leads and/or participates in teams handling special projects, develops methods to evaluate and measure organizational effectiveness, manages the agenda preparation process, and handles a broad range of other responsibilities to support the effective and efficient delivery of services to the community.

Essential Job Functions:

Duties may include, but are not limited, to the following:

1. Assists the City Manager with the operational management of the City.
2. Manages complex and diverse workload on a proactive and timely basis.
3. Works closely with the City Manager and Department Heads, as assigned, to implement City Council policy directives. Assists and participates in the development and implementation of related goals, objectives and policies.
4. Coordinates special projects.
5. Conducts studies, surveys, and collects information on complicated operational administrative problems; analyzes findings and prepares reports of practical solutions for review by City Manager.
6. Serves as acting City Manager and provides staff assistance to the City Council in the absence of the City Manager and/or as assigned.
7. Conducts presentations to the City Council and other Boards and Commissions as needed. Prepares reports and recommendation for City Council review and action.
8. Initiates team approach with operating departments to identify, coordinate and implement citywide customer service standards.
9. Conducts legislative analysis to determine the effect of proposed legislation on City operations and finances.
10. Assists with City negotiations process with bargaining units as assigned.
11. Represents the City at a variety of inter-governmental, community, and service club meetings.
12. Performs other related duties and responsibilities as required.

Minimum Qualifications:

Knowledge of:

- Principles and practices of public and/or business administration, community development, finance, information systems and personnel administration
- Operations, services and activities of a municipality
- Advanced principles and practices of public administration
- Principles and practices of program development and administration
- Practices of supervision, training and performance evaluation
- Principles of business letter writing and report preparation
- Rules and regulations governing public meetings
- Pertinent federal, state and local laws, codes and regulations
- Statistical and research methodology

Ability to:

- Plan, organize and direct the work of staff
- Select, supervise, train, motivate and evaluate staff
- Direct and manage the operations, services and activities of a municipality
- Identify and respond to community and City Council issues, concerns and needs
- Develop and administer department goals, objectives and procedures
- Prepare clear and concise administrative and financial reports
- Assess community needs, elicit and use community feedback
- Prepare and administer budgets
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze and evaluate new service delivery methods and techniques
- Interpret and apply federal, state and local policies, laws and regulations
- Communicate clearly and concisely, both orally and in writing
- Operate personal computers and applicable software
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Education Guidelines:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

1. Six years of increasingly responsible experience in public administration including one year in a supervisory position.
2. Graduation from an accredited four-year college or university with a degree in Public Administration or a closely related field. Possession of a Master's degree in Public Administration is highly desired.

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3. Possession of a Master's degree in Public Administration may be substituted for one year of the desired experience.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver's License.